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# Office Memorandum • UNITED STATES GOVERNMENT

TO : The Record ✓

DATE: 13 January 1953

FROM : Deputy Comptroller

SUBJECT: Meeting Called to Discuss Procedures for Development  
of Administrative Plans

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1. Mr. 25X1A9A principal assistant to Mr. 25X1A9A in his capacity as Chief, Project Administrative Planning Staff, called a meeting today to discuss the above named subject. Present at the meeting, in addition to Mr. 25X1A9A, were Mr. 25X1A9A of the Procurement and Supply Office, Mr. 25X1A9A of the Office of Personnel, Mr. 25X1A9A of the Office of the General Counsel, Mr. 25X1A9A of the Project Administrative Planning Staff, Messrs. 25X1A9A and 25X1A9A of the Office of the Comptroller and a representative of the Inspection and Security Office.

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2. Mr. 25X1A9A outlined at the beginning of the meeting his conception of procedure which should be followed with respect to preparation of administrative plans. Very generally, it was his view that when a line division case officer requires an administrative plan in connection with a new project, he would consult with the Project Administrative Planning Staff. The Project Administrative Planning Staff would call a meeting of representatives of the various administrative support offices at which the line division case officer would outline the basic operation of the project for the information of the administrative support office representatives. Each administrative support office represented would then be requested to prepare the specific provisions of the required administrative plan which related to the functions of his office. The individual contributions of the various administrative offices would then be channeled to the Project Administrative Planning Staff where the entire work would be coordinated into an appropriate administrative plan. The administrative plan would then be circulated for the information of the various administrative support offices for review. A meeting would then be called of all interested parties to obtain concurrences on the final product.

3. After considerable discussion the meeting concluded that a somewhat different approach from that outlined in the foregoing paragraph should be followed. It was the consensus of the meeting that the foregoing approach might result in serious bottlenecks because of the large number of administrative plans which require

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25X1A Also, Agency Notice [ ] dated 29 December 1952, provides that the Project Administrative Planning Staff will provide staff assistance necessary in connection with the development of administrative plans as contemplated by Section [ ] It was brought out at the meeting that Agency Notice [ ] also states "Offices sponsoring projects requiring administrative support planning should refer them to the Project Administrative Planning Staff for development of appropriate plans". While this provision appears to conflict with the provision of [ ] that the Office of the DD/P will "direct and ensure the development and coordination of an administrative plan" it was indicated by Mr. [ ] that the DD/A intends that the Project Administrative Planning Staff should only act in a coordinating capacity with respect to the administrative plans.

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4. Accordingly, it was concluded that arrangements should be made for the development of administrative plans required in connection with the various projects within the line division responsible for the projects, with the understanding that appropriate staff assistance would be provided by representatives of the support offices working closely with the line division administrative officers. Under this plan the line division administrative officers would be responsible for the final administrative plan including coordination with the administrative support offices, subject to final coordination on any unresolved differences at the Project Administrative Planning Staff level.

5. It was learned at the meeting that the Procurement and Supply Office has provided one or more representatives of that office to work in a liaison capacity with each of the line divisions within the DD/P area. If the conclusions reached at this meeting as set forth in paragraph 4 above are approved, it is believed that some type of liaison will be necessary between the Office of the Comptroller and the line divisions within the DD/P area in order that proper coordination can be effected with respect to fiscal matters in the development of administrative plans. It may be feasible in this connection for one or two liaison representatives of the Office of the Comptroller to be made available at the Office of Administration for DD/P to serve all line divisions within the DD/P area.

6. It was also the consensus of the meeting that it should be the responsibility of the Project Administrative Planning Staff to establish a clear understanding among all concerned, of the responsibilities of each support staff so that many of the jurisdictional disputes which now arise will be discontinued. Mr. [ ] agreed to discuss these conclusions with the A/DD/A and advise the group of his reactions and conclusions.

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